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MEMORANDUM FOR: Chief, Plans and Policy Staff

18 September 1957

SUBJECT

: Intelligence School Weekly Report #38  
12 September through 18 September 1957

Document No. 11

Class. ☐

Date: 3-10-78

By: 35

I. SIGNIFICANT ITEMS:

The first CIA Support Exhibit on 12 September went off smoothly. The Offices of Security, Logistics, Personnel, Comptroller, and Training, and the Medical and Management Staffs took part with completed exhibits and the Audit Staff with a temporary exhibit. The Exhibit compares favorably in attractiveness and polish with the long-established Intelligence Products Exhibit.

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Credit is due to all who took part. Special credit goes to [ ] who coordinated all phases of its preparation from inception to conclusion and had the Exhibit ready at the scheduled deadline, in spite of difficulties. The work of [ ] and the Visual Aids Section in producing six completed individual exhibits in thirty-four working days was a very commendable performance.

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II. OTHER ACTIVITIES:A. Special Orientation

(1) On 11 September a 2½-hour lecture and discussion period was conducted on NSC-IAC-CIA for 75 Naval Officers attending the nine-month Postgraduate Course at the Naval Intelligence School. After completion of this course, most of the officers are assigned as Naval attaches; others are assigned to ONI.

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(2) On 12 September the three-hour Foreign Service Officer Briefing was conducted for 30 persons. The question period following the first presentation lasted for two hours.

(3) On 13 September the NSA Senior Officers Course was opened with a three-hour orientation consisting of lectures and discussions on intelligence and the national security structure, including a discussion of NSA relationships. Mr. [ ] CIA Liaison Officer with NSA, was in attendance.

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(4) The season for Special Briefings of foreign dignitaries is in full swing. Since the beginning of September, five such requests have been received by [ ]

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**B. Intelligence Production**

(1) [ ] students completed Effective Writing #14 on Tuesday, 17 September.

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(2) The Reading Improvement laboratory was moved to 2501-2514 Quarters Eye on Monday, 16 September.

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(3) [ ] students completed Reading Techniques #37 on Friday, 13 September. [ ] is conducting final interviews this week.

**C. Management Training**

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(1) The first week of Basic Supervision #33, taught by [ ] ended on Friday, 13 September. During the week, [ ] participated in various case discussions and lectures.

(2) Work continues toward the preparation of Basic Management #37 which begins on 23 September. The schedule has been prepared, and the various presentations have been assigned to Management Faculty members.

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(3) [ ] participated in the special briefing requested for a number of foreign nationals on 16 September.

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**D. Intelligence Orientation**

(1) Intelligence Orientation #13 ended on Friday, 13 September. The student critiques were highly commendatory of the conduct and content of the course.

(2) Two new individual exhibits have been added to the Intelligence Products Exhibit, replacing obsolete ones. These are exhibits for ORR and ORR/Industrial Register.

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(3) [ ] an OSI Consultant, attended two of the IO seminars.

(4) The evacuation of the auditorium during the fire drill on 11 September was successful. The fire drill plan used will be incorporated into regular briefings for subsequent classes.

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(5) [ ] reviewed a film on Africa for possible Agency retention.

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E. Operations Support

(1) The students in the first week of Administrative Procedures attended the Intelligence and Support Exhibits. They found the exhibits useful and informative. These exhibits will be included for future classes whenever schedules permit.

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(2) The suggestion to make Administrative Procedures or Operations Support a prerequisite for Budget & Finance Procedures was brought up at the DD/P Training Officers meeting. Mrs.

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\_\_\_\_\_ told \_\_\_\_\_ that the consensus was against such a prerequisite because the clerical groups would ultimately take Administrative Procedures and ease officers had no need to get material covered in the last phase of Operations Support. The PI Training Officer was not present at this meeting and Mrs.

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\_\_\_\_\_ has requested that this subject be brought up again for further consideration.

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(3) As a result of students' questions in Dispatch and Cable Refresher regarding special dispatch procedures established between Finance Division and OC, \_\_\_\_\_ spent approximately 2½ hours with \_\_\_\_\_ who explained the requirements and problems of their special dispatch procedures. The afternoon was most profitable because this information cannot be obtained elsewhere, and it will provide excellent background material when a question of this type comes up again. \_\_\_\_\_ told \_\_\_\_\_ Training Officer, Office of the Comptroller, of her findings pertinent to these special dispatches.

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(4) \_\_\_\_\_ received from RI samples of pouches received through Army, Navy and State. These pouches will be used as samples in her dispatch lecture.

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(6) Budget & Finance Procedures #4 was completed on 13 September. The students were taken to the Finance Division for further briefings as outlined in the course catalog.

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F. Clerical Training

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(1) During the week of 9 September there were \_\_\_\_\_ people in Clerical Induction. \_\_\_\_\_ of these people were entering class for the first time. During the same period, there were \_\_\_\_\_ people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 9 September were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

(3) The results of the official Agency tests administered by Clerical Refresher to on-duty clerical employees on 16 September were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

(4) English classes in Clerical Induction have been cancelled because three instructors are away from the office. [ ] and [ ] are on annual leave and [ ] is away because of the serious illness of her mother.

(5) The Assistant Training Officer for OCR, [ ] told [ ] that the Assistant Director for OCR is concerned about the low grades attained by OCR students enrolled in Clerical Refresher Training. [ ] asked how the ratings of OCR clericals compared with the ratings of employees from other components. Clerical Refresher could not furnish this comparison, but from records kept in Clerical Refresher and from test results of personnel being recruited, it is apparent that many trainees do not have the skills which should be their forte and that many lack also the background subjects that could facilitate their acquiring the skills in the allotted time. After discussing these records in detail, [ ] had a much better understanding of problems relating to the training of clerical personnel.

### III. PERSONNEL NOTES:

- A. [ ] will be on leave 16-20 September.
- B. On 16 September [ ] returned from a four-week vacation in Arizona and California.
- C. [ ] will be on leave until 23 September.
- D. [ ] will be on leave until 23 September.
- E. [ ] formerly of the Operations Support Faculty, left for her overseas assignment on Friday, 13 September.

[ ]  
Chief, Intelligence School

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